



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

UPDATED

Open Session Agenda
Wednesday, September 20, 2023
Eldon F. Moreira Board of Selectmen Meeting Room – 2nd Floor
6:30 p.m.

The listing of matters is those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items may, in fact, be discussed and other items not listed may be brought up for discussion to the extent permitted by law. This meeting may be recorded for use on the internet.

For more detailed information regarding agenda topics, please visit the Agenda & Minutes section of the Board of Selectmen's page at www.westbridgewaterma.org to view the meeting packet. (Posted by 5 p.m. the day of the meeting.)

PUBLIC HEARINGS

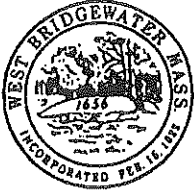
- 6:30 p.m.** Vote to Ratify Philip McNulty's Employment as DPW Director (3-11)
- 6:35 p.m.** Common Victualler License Application for King Kabob located at 233 West Center street (12-24)
- 6:45 p.m.** **Continuation:** Public Hearing – Southern Comfort Restaurant - 320 West Center Street – Violation of Town's Alcohol Policy and MGL Chapter 138 Section 77 (25-28)

Warrants/Board of Selectmen Business:

- a. Vote to Amend Town Alcohol Policy to Exclude Pledge of Inventory (29-38)
 - b. Vote to Accept the Meeting Minutes of September 6, 2023 (39-43)
 - c. Vote to Approve the Meeting Minutes of July 12, 2023 and August 2, 2023 (44-52)
 - d. Discuss Employee Appreciation Day 2023
 - e. Atina Asian Bistro – 115 South Main Street – Closure and Return of Common Victualler and Alcohol Beverages Licenses (53-54)
 - f. Vote to Place Articles on Special Town Meeting Warrant for October 16, 2023 (55)
 - g. Vote to Create and Appoint Town Communication Committee (56)
 - h. Disclosure – Chairman Reyes Discussion on Residency**
- 2. Communications and Reports from Boards, Commissions and Town Officials:**
- 3. Correspondence from the Public to Determine a Course of Action:**
- 4. Public Comment Period:**
- 5. Town Administrator's Report:**
- a. Approval of ARPA Funds for the Water Department

- b. Update – “Speed Humps” on Scotland Street
- c. FYI – Assessment Center Hired for New Police Chief Search (57)
- d. Discussion – Town Administrator Threatened and Attempt to Extort – Pertaining to Employment Hiring Decision – Law Enforcement Involvement and Investigation

6. Adjourn:



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

To: The Honorable Board of Selectmen
From: David L. Gagne, Town Administrator *DLG*
RE: Recommendation – DPW Director
Date: September 20, 2023

On July 12, 2023, in response to DPW Director Christopher Iannitelli announcing his retirement effective November 8, 2023, the Board of Selectmen approved a job description and recruitment posting for a new DPW Director.

In accordance to the Hiring Process approved by the Selectmen, I named a Screening Committee of Linda Torres, ATA/HR Director; Art Cabral, Chair, Water Commission and Iannitelli.

The HR Director posted the position for 4 weeks, giving preference to those who applied prior to August 18, 2023. The Screening Committee interviewed 5 semi-finalists; 4 external candidates and 1 internal candidate. The Screening Committee recommended two finalists to me – both of whom were external candidates.

After interviewing both candidates, I am proud to recommend Mr. Phil McNulty to the Board for approval to be the Town's next DPW Director. Mr. McNulty is currently the Water and Sewer Superintendent for the Town of Stoughton. He has been directly employed in the municipal sector for more than a decade and has more than 20 years of experience working in the field. He also holds a P.E. which was the desired preference of the Board.

Phil's references were exemplary and his background is stellar.

Assuming ratification by the Board, Mr. McNulty will begin employment for the Town on October 20, 2023.

I ask the Board to ratify Mr. McNulty's employment as DPW Director, subject to passage of a drug test and physical.

Thank you



Office of the Assistant Town
Administrator/HR Director

Town Hall
65 North Main Street
West Bridgewater, MA 02379
508-894-1267
Fax: 508-894-1269

September 18, 2023

Philip McNulty

Dear Mr. McNulty,

Congratulations! As you are aware, you have been selected to advance to the final stages of the hiring process for the DPW Director Position.

Please join us at the Board of Selectmen Meeting on September 20, 2023 at 6:30 p.m. When you can meet the Board and the Town Administrator will recommend the Board ratify your employment. All offers and acceptances are contingent on the Board's approval, a satisfactory physical, a drug screening test and a pre-employment background screening.

Should you have any questions, please do not hesitate to contact me.

Sincerely yours,

Linda A. Torres
Asst. Town Administrator/HR Director

cc: Chris Iannitelli, DPW Director
David L. Gagne, Town Administrator
Maureen Adams, Assistant Treasurer

WORK EXPERIENCE

TOWN OF STOUGHTON, Stoughton, MA

Water & Sewer Superintendent, 2015 – Present

Working full time for the Town of Stoughton as the Water & Sewer Superintendent primarily in charge of the water & sewer distribution & collection infrastructure as well as the 20 pump stations, treatment plant and storage Tanks. Also manage the entire DPW in the Superintendent's absence, including highway, forestry, sanitation, and vehicle maintenance. Managing all aspects of day-to-day operations of the Town water & sewer operations and construction projects by Town forces and/or contractors. Water supply consisting of seven (7) groundwater supply wells, one (1) MWRA inter-connector, 155 miles of distribution piping and four (4) water storage tanks. Sewer collection of approximately 70% of the Town's 30,000 residents including operation and maintenance of 13 sewer pump stations. Responsible for managing the combined \$14 million water & sewer enterprise funds, estimating and presenting Town Meeting Articles and managing Capital projects from conception, design, bidding, and through construction. Meet with Board of Selectmen (as water & sewer commissioners) on a regular basis to present, discuss operations, on-going projects, and system improvements. Most recently saved the Town \$1 million annually in the water operating budget due to improvements made in the water pump stations, allowing for a significant reduction of MWRA purchased water from 50% to less than 5% of the Town's Daily Demand. Continue to manage over \$25 million of water and sewer infrastructure improvements, including a new water treatment plant, water pump station replacement, 3.5 miles of water main replacement, seven (7) backup generators, meter reading upgrades from drive-by to fixed network reading, chemical conversions for pH & disinfection, SCADA upgrades, water & sewer hydraulic model upgrades, water system master plan, 2 phases of sewer pump station upgrades, and five (5) phases of sewer infiltration & inflow construction and all vehicle & equipment purchases.

TOWN OF NORFOLK, Norfolk, MA

DPW Water & Sewer Superintendent, 2012 - 2015

Worked full time for the Norfolk DPW as the water & sewer Superintendent. Managed all aspects of day-to-day operations of the Town water supply consisting of four (4) groundwater supply wells, 73 miles of distribution piping and two (2) storage tanks. Responsibilities included managing water meter installs, hydrant, water main and service repairs, hydrant flushing program, pump station maintenance, leak detection surveys, back-flow testing and cross-connection surveys, SCADA monitoring and upgrades, water main installation inspections & testing for subdivisions and commercial sites and plan reviews for the same. Investigating & pump testing for new water sources. Also responsible for managing the operation of a 30,000 GPD on-site waste water package treatment plant in the downtown area. Administrative duties include establishing and managing the water enterprise fund and sewer budget, preparing contracts for outside services, and correspondence with the DEP drinking water and waste water. Also assist with Town snow removal operations & plowing subcontractors.

POLARIS CONSULTANTS, LLC, Quincy, MA

Partner/Project Manager, 2007 - 2012

Worked full time as a one-third owner of private Civil Engineering Company for 5 years. Designed, publically-bid, and managed municipal water main and water supply projects, wastewater treatment and sewer collection rehabilitation projects, Inflow/Infiltration investigations, site designs, large residential development projects, roadway construction, storm water management/drainage, large membrane and asphalt shingle roofing systems for municipal buildings. Also authored a sewer master plan and provided construction administration services.

ENVIRONMENTAL PARTNERS GROUP, Quincy, MA

Senior Project Engineer/Project Manager, 2001 - 2007

Worked full time for a private Civil Engineering/Environmental Consulting Company. Designed, Bid and managed trenchless sewer rehabilitation and directional drilling projects, residential subdivision projects, synthetic & natural turf athletic fields and parks, industrial and commercial site designs, and on-site sanitary disposal systems, large and small. Designed small to medium sized sewer pump stations, roadway construction, dredging, sewer collection, storm water management/drainage, and water distribution systems. Designed and provided construction over-site for replacement a municipal well field and associated water main project for water supply.

HAYWARD-BOYNTON & WILLIAMS, INC., Taunton, MA

Senior Project Engineer/Project Manager, 1998 - 2001

Worked full time for a private Civil Engineering /Land Surveying Company. Designed and managed residential subdivision projects, industrial and commercial site designs, and septic systems. Designed small to medium sized sewer pump stations, roadway construction, dredging, sewer collection, storm water management/drainage, and water distribution systems. Prepared building & sanitary construction as-built plans. Represented clients at various Board and City Council meetings to permit the projects. Performed soil evaluations and perc-tests as part of septic and storm water designs. Responsible for cost estimating, contracts and billing for projects. Proficient at Word, Excel, and AutoCAD.

SEA CONSULTANTS, INC., Cambridge, MA.

Senior Project Engineer/Resident Engineer, 1990 - 1998

Worked full-time for a private architectural/engineering company in the Civil and Environmental Divisions. Represented company as Resident Engineer and/or lead designer on a wide variety of civil engineering projects including the Auburn Road Landfill Superfund Site in Londonderry, NH, the Dennis, MA Landfill capping and transfer station and the construction of tunnels for installation of a 5-foot diameter sewer main from Dedham to Dover, MA. Responsibilities included overall project coordination, designs, advertising, permitting, bidding, cost estimating, and shop drawing reviews, project health and safety, pay requisition, and coordinating project activities with clients and regulatory agencies. Designed water mains and performed Title V septic inspections for various Towns and the DEM. Designed plans and specifications for a central business district roadway drainage system for the MHD. Completed environmental permits and plans for the dredging of ponds and rehabilitation of the impounded dams. Represented company on a number of soil/rock foundation investigations involving field sampling and testing.

DEPARTMENT OF PUBLIC WORKS, North Reading, MA

Assistant Town Engineer, 1988 - 1990

Worked full-time in the Engineering Department for the Town of North Reading. Designed and engineered DPW construction projects, such as storm water drainage, roadway paving, and parks. Provided engineering assistance to other town boards. Reviewed subdivision plans for conformance with town rules and regulations, and by-laws. Performed field inspection of subdivision construction, i.e., water main installation and testing, drainage pipe and structure installation, detention basins, gas mains, and roadway construction. Acted as agent for the Conservation Commission, reviewing Notices of Intent and performing site inspections to ensure conformance with the Wetland Protection Act.

GEI CONSULTANTS, INC., Winchester, MA

Engineer, 1986 - 1988

Worked full-time for a private geotechnical engineering consulting firm. Acted as a field representative on a number of geotechnical construction projects and investigations including dams, building foundations, and landfills. Responsibilities included inspecting bearing surfaces for foundation construction, soil density testing for compaction control, vibration monitoring during blasting, caisson inspection, pile driving inspections, and overseeing soil boring and groundwater well installation programs. Involved in extensive laboratory testing to determine the performance of landfill caps.

EDUCATION Northeastern University - - Bachelor of Science in Civil Engineering, 1986

CERTIFICATIONS

- 👍 Professional Engineer License No. 38100
- 👍 Drinking Water - D3 Distribution License & T3 Full / T4 OIT Treatment Operator Licenses
- 👍 10 hours Construction Safety (OSHA)
- 👍 DEP Soil Evaluator Certification & DEP Title V System Inspector

AWARDS

- 2021 As Stoughton Water & Sewer Superintendent - nominated for NEWWA Utility of the Year
- 2006 As Co-Designer/Resident Engineer on Peddocks' Island Directional Drilling / Utility Project, EPG received ACEC Innovative Technology Silver Award
- 1994 As Resident Engineer on Auburn Road Landfill, SEA received ACEC Engineering Excellence Award
- 1990 Distinguished Service Award from SEA Consultants, in recognition of exceptional performance

EMPLOYMENT AGREEMENT

This Agreement made this 20th day of September 2023, by and between the Town of West Bridgewater, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Board of Selectmen, hereinafter referred to as the “Town” and Philip A. McNulty, hereinafter referred to as “McNulty”.

WITNESSETH:

WHEREAS, the Board of Selectmen (herein the “Board”) voted on September 20, 2023 to employ McNulty in the position as the Director of Public Works for the Town of West Bridgewater; and

WHEREAS, the Board and McNulty now desire to enter into a written contract of employment setting forth the terms and conditions of such employment;

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT**. The Town hereby employs McNulty as Director of Public Works and McNulty hereby accepts such employment on the terms and conditions hereinafter set forth.
2. **TERM**. The term of the Contract shall begin on October 30, 2023 and end on June 30, 2024 unless this Agreement is sooner terminated as herein provided for.
3. **COMPENSATION**. Beginning October 30, 2023 the Town shall pay McNulty an annual salary of \$130,000. The annual salary shall be paid in bi-weekly installments on the same day as other employees of the Town are paid and subject to Annual Town appropriation.
4. **DUTIES**. McNulty shall perform faithfully, to the best of his ability, such duties and responsibilities as shall be assigned by the Board and the Town Administrator, including without limitation, those consistent with the title of Director, as set forth in the Job Description, adopted by the Board on July 12, 2023. On a day to day basis McNulty shall work under the general supervision of the Town Administrator.
5. **HOURS OF WORK**. McNulty agrees to devote that amount of time and energy which is reasonably necessary for McNulty to faithfully perform the duties of Director under this contract. McNulty basic work week shall be M-F 6:30 AM - 3:00 PM allowing for a half hour lunch. It is recognized that McNulty must devote a great deal of time outside the normal office hours to the business of the Town and, to that end, McNulty shall be allowed to take compensatory time off as he shall deem appropriate during said normal office hours and at such time which McNulty reasonably determines will least adversely impact department operations. McNulty

shall provide the Town Administrator, on a monthly basis, documentation as to the accrual and use of compensatory time.

6. **VACATION.** McNulty shall be entitled to three weeks' vacation. McNulty shall not take more than (10) days of vacation at any one time unless a longer period of time is agreed to by the Town Administrator. In the event that McNulty, through no fault of his own, is unable to take his allotted vacation time during the term of this Contract, if a new employment Contract is provided, McNulty shall be permitted to carry over ten (10) days of unused vacation time for use in the succeeding year of the term upon written request to the Town Administrator. McNulty shall be paid in a lump sum for any unused vacation time he has to his credit at the time of the termination of his employment under this Agreement.
7. **SICK LEAVE.** McNulty shall be entitled to one (1) day of sick leave for each month of the term of this Agreement to be used when he is incapacitated for the performance of his duties by illness or injury. Sick leave, which is not used, shall accumulate and be available for use in succeeding years of the term of his employment, subject to a maximum accumulation of ninety-days (90). In the event his employment is terminated by his retirement in accordance with the provisions of the Plymouth County Retirement Association or by his death, he or his spouse or designated beneficiary, as the case may be, shall be paid in a lump-sum for the unused sick leave which has accumulated to his credit at the time of his termination of his employment.
8. **PERSONAL LEAVE DAYS.** McNulty shall be granted, at the discretion of the Town Administrator, three (3) days of personal leave time to attend to personal matters that cannot reasonably be attended to outside of his regular workday. Personal leave days shall not be granted, except in cases of emergency, on the day before or the day after a holiday or a vacation period, or on a day which he is not in pay status.
9. **BEREAVEMENT LEAVE.** McNulty shall be granted a leave of absence without loss of pay for a period not in excess of three (3) days in the event of a death in his immediate family. Immediate family shall include parent, spouse, child, grandchild, grandparent, sister, brothers and any other member of his immediate household.
10. **JURY DUTY.** In the event McNulty is required to perform any duty, he shall receive leave with pay for the duration of such duty. He shall be paid the difference between the jury duty pay, exclusive of mileage and expenses, and his regular compensation.
11. **UNPAID LEAVE.** Unpaid leave may be granted to McNulty by the Board for any period or periods of absence which are not covered by any paid leave provided for hereunder.
12. **HOLIDAYS.** McNulty shall be excused from work without loss of pay on the following holidays, the first day of January, Martin Luther King's Birthday, the third Monday in February, the third Monday in April, and the last Monday in May, Juneteenth, the fourth day of July, the first Monday in September, the second

Monday in October, Veterans' Day, Thanksgiving Day and the day after Thanksgiving Day, one-half day before Christmas Day, Christmas Day, one-half day before New Year's Day and any other holiday declared by the Governor, the General Court or the Board of Selectmen.

13. **GROUP HEALTH AND LIFE INSURANCE.** The group health insurance plan and the group life insurance plan provided by the Town for its employees shall be available to McNulty.
14. **ALLOWANCES AND STIPENDS.** McNulty shall not receive any other stipends unless specified in this contract. McNulty is eligible to receive reimbursement for clothes and/or footwear that are damaged during the line of duty.
15. **USE OF TOWN VEHICLE.** McNulty may use a Town Vehicle for his personal use as well as, official use as Director of Public Works. McNulty agrees to limit personal use of Town vehicle to a minimum.
16. **LONGEVITY.** McNulty is eligible for longevity benefits as defined in Article 16 "Personnel" of the Town's bylaws.
17. **WINTER STIPEND.** McNulty shall be available during winter storms or any other related storms that the union is called in for. During snow events, McNulty shall be on premises managing the Department. In lieu of accumulating compensatory time, McNulty shall receive a \$5,000 stipend in payable the first payroll after May first. McNulty agrees to, in good faith, minimize the usage of vacation/personal leave time during the months of November 1 – April 30th.
18. **PROFESSIONAL DEVELOPMENT.** McNulty shall be permitted to attend courses, seminars, conference and meetings, approved in advance by the Town Administrator, to develop his skills and abilities as Director. He shall also be allowed to become a member of professional organizations and to subscribe to professional publications approved in advance by the Town Administrator. The cost thereof shall be paid by the Town subject to available funds.
19. **REIMBURSEMENT FOR EXPENSES.** The Board shall reimburse McNulty all expenses reasonably incurred by him in the performance of his duties. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at courses, seminars, conferences and meetings that have been approved by the Town Administrator. Travel costs shall be reimbursed at the rate per mile paid to other Town employees.

20. **PERFORMANCE EVALUATION.** The performance of McNulty shall be evaluated by the Town Administrator once a year during the term of this Agreement. He shall have the right to make a written response to such evaluation, and the written evaluation and the response shall be filed in his personnel file.
21. **TERMINATION.** This Agreement may be terminated during its term by:
- a. Mutual agreement of the parties;
 - b. Retirement of McNulty;
 - c. Disability of McNulty that prevents the performance of his duties for a period of one hundred eighty (180) days;
 - d. Death of McNulty;
 - e. Dismissal of McNulty, for inefficiency, incapacity, conduct unbecoming an employee of the Town, insubordination or other good cause. If any such dismissal is intended by the Board, McNulty shall be given thirty (30) days written notice thereof containing the cause or causes for the proposed dismissal. If he so requests, he shall be given a hearing before the Board at which he may be represented by counsel, present evidence, and call witnesses to testify in his behalf.
22. **RENEWAL OF AGREEMENT.** This agreement shall terminate at the end of said term unless it is extended for an additional term of a year or years by the Board. The Board shall give McNulty written notice of at least sixty (60) days prior to the end of the term as to whether it desires to renew the Agreement. In the event McNulty is not interested in a renewal of the Agreement, he shall give the Board written notice of such fact least sixty (60) days prior to the end of the term.
23. **ENTIRE AGREEMENT.** This agreement embodies the whole agreement between the Board and McNulty and there are no inducements, promises, terms, conditions or obligations made or entered into by either party, other than those contained herein. This agreement may not be changed except by a writing signed by the party against whom enforcement thereof is sought.
24. **INVALIDITY.** If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of the Agreement, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in duplicate on the day and year first above written.

BOARD OF SELECTMEN

Denise R. Reyes, Chairman

Jeffrey P. Ryan, Vice-Chair

Philip A. McNulty
Director of Public Works



Board of Selectmen

The Commonwealth of Massachusetts

Town of West Bridgewater

Application for Common Victualler License

M.G.L Chapter 140 Section 2

No:

Fee: 50.00

Business Premises Location Information: 233 W CENTER ST, WEST BRIDGEWATER, MA-02379

To the Licensing Authorities: TOWN OF WEST BRIDGEWATER

The undersigned hereby applies for a License in accordance with the provisions and Statutes relating thereto a COMMON VICUTALLER LICENSE

Hours and Days of Operation: 11:00am TO 11:00pm, MON-SUN

Have you been refused a license in any city or town at any previous time: Yes No

What other business, if any, is to be conducted on the premises for which this license is requested:

Entertainment Public Amusement

Is the business to be conducted Cafeteria Style Dining style Counter Style

Seating Capacity: 19

Are you acquainted with the rules and regulations of the West Bridgewater Board of Health concerning Common Victualler Licenses: Yes No

Serve Sate Certificate in Place: Yes No
(Please attached copy to application)

Do you own lease the premises. If leasing, please provide a copy of the lease agreement or if purchasing a copy of the purchase and sales agreement.

Legal Name of Business: If a Corporation names must be exactly as filed with the Secretary of State's Office: SADZEH LLC

Corporate Officers, Partners and Stockholders (Please attach Articles of Organization from the Secretary of State's Office):

Last Name: LATEEF

First Name: CHAUDHARY

Title: MANAGING MEMBER

%Stock Owned : 60%

Home Address:

City, State & Zip Code

Last Name: RASHID

First Name: AZEEM

Title: MEMBER

% Stock Owned: 40%

Home Address:

City, State & Zip Code

Last Name:

First Name:

Title:

% Stock Owned:

Home Address:

City, State & Zip Code

(Please be advised any change in ownership or corporation must be filed with the Board of Selectmen's Office)

E-Mail Address

Business Address: 233 W CENTER ST

City/State: WEST BRIDGEWATER, MA-02379

Business Telephone Number: 508-857-5046

Home Address:

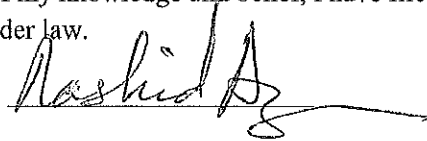
City/State:

Home Telephone Number:

Business Telephone Number:

I certify under the penalties of perjury that I to the best of my knowledge and belief, I have filed all State tax Returns and paid all state and local taxes required under law.

Signature of Applicant


By: Corporate Officer

Federal ID Number

This license will not be issued unless this certification clause is signed by the applicant

*Business Certificate for
The Commonwealth of Massachusetts
WEST BRIDGEWATER*

CERTIFICATE NO# 28-23

Date: September 19, 2023

In conformity with the provisions of Chapter 110, Section 5 of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title:

KUN KABOB AND CURRY is conducted at: 233 W. CENTER ST., West Bridgewater, MA 02379

PHONE :

EMAIL:

By the following named person(s).

CHAUDHARY LATEEF

FULL NAME (PLEASE PRINT)

(ADDRESS)

(SIGNATURE)

FULL NAME (PLEASE PRINT)

(RESIDENCE)

(SIGNATURE)

The Commonwealth of Massachusetts

PLYMOUTH ss.

Date: SEPTEMBER 19, 2023

On this 19TH day of, SEPTEMBER, 2023 before me, the undersigned, personally appeared CHAUDHARY LATEEF (name of document signer), proved to me through satisfactory evidence of identification, which were DRIVER'S LICENSE, to be the person whose name is signed on this document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his OR her) knowledge and belief.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Business Certificate Expiration Date: SEPTEMBER 19, 2027

Sharon P. Redin
assistant TOWN CLERK

(Seal)

Starters(with sauce)	Price
Samosa(2)	3.49
Flafel(4)	3.99

Sanwiches(in Pita wrap)

Chicken Gyro	7.99
Lamb Gyro	8.99
Veggie Gyro	6.99
Flafel Sandwhich	6.99
Chicken Kebab	7.99
Lamb Kebab	8.99

Plates(w Rice+pita+Salad)

Chicken Gyro	8.99
Lamb Gyro	9.99
Chicken Kebab	8.99
Lamb Kebab	9.99

Burgers

Beefburger	6.99
Chicken Burger	5.99

Rice

Chicken Biryani	6.99
Veggie Biryani	5.99

Curry

Chicken Curry	5.99
Veggie Curry	4.99

Dessert

Baklava	2.49
Barfi	1.99

Sides

Pita	1.99
Naan	1.99
White Rice	1.99
Fries	2.99
Poutin Fries	3.99

Drinks

Mountain Dew, Dr,Pepper Coke, Coke Zero,Diet Coke Sprite,Fanta, Water	1.49
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ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

NATASH AHMED

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

24416906

CERTIFICATE NUMBER

5620

EXAM FORM NUMBER

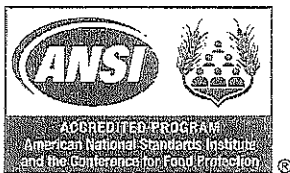
8/21/2023

DATE OF EXAMINATION

8/21/2028

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman L Brown

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labor Convention 2006, Regulation 2.2 (a) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

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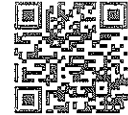
CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: NATASH AHMED

Certificate Number: 6520999

Date of Completion: 8/15/2023

Date of Expiration: 8/15/2028



*The above-named person is hereby issued this certificate
for completing an allergen awareness training program
recognized by the Massachusetts Department of Public Health
in accordance with 105 CMR 590.009(G)(3)(a).*

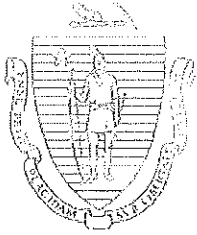
This certificate will be valid for five (5) years from date of completion.

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION®
800.765.2122
www.restaurant.org



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 Lafayette City Center
 2 Avenue de Lafayette, Boston, MA 02111-1750
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): SADZEH LLC

Address: 233 W CENTER ST

City/State/Zip: WEST BRIDGEWATER, MA-02379 Phone #: _____

<p>Are you an employer? Check the appropriate box:</p>		<p>Type of project (required):</p>
<p>1. <input checked="" type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p>	<p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.†</p>	<p>6. <input type="checkbox"/> New construction</p>
<p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p>	<p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p>	<p>7. <input type="checkbox"/> Remodeling</p>
<p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p>		<p>8. <input type="checkbox"/> Demolition</p>
		<p>9. <input type="checkbox"/> Building addition</p>
		<p>10. <input type="checkbox"/> Electrical repairs or additions</p>
		<p>11. <input type="checkbox"/> Plumbing repairs or additions</p>
		<p>12. <input type="checkbox"/> Roof repairs</p>
		<p>13. <input checked="" type="checkbox"/> Other <u>LICENSING</u></p>

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
 † Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.
 ‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: NORFOLK AND DEDHAM MUTUAL FIRE INS. CO

Policy # or Self-ins. Lic. #: _____ Expiration Date: 09/01/2024

Job Site Address: 233 W CENTER ST, WEST BRIDGEWATER City/State/Zip: MA-02379

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: 09/08/2023

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (check one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector 6. Other _____

Contact Person: _____ 18 of 57 Phone #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/15/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ATLANTIC INSURANCE GROUP, AGENCY, INC. 587 WASHINGTON STREET CANTON, MA 02021	CONTACT NAME:	
	PHONE (A/C, No, Ext): 617-698-2200	FAX (A/C, No): 617-696-7775
E-MAIL ADDRESS: ALEXIS@ATLANTICQUOTES.COM		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: NORFOLK & DEDHAM		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			R2220355A	09/01/23	09/01/24	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WE237424A	09/01/23	09/01/24	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FAST FOOD RESTAURANT:

PREMISES LOCATION: 233 WEST CENTER STREET, WEST BRIDGEWATER, MA 02379

CERTIFICATE HOLDER TOWN OF WEST BRIDGEWATER 65 NORTH MAIN STREET WEST BRIDGEWATER, MA 02379	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE ALEXIS KIMBALL

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Workers' Compensation Proof of Coverage - Employer Details

Search Name: SADZEH LLC
 Employer: SADZEH LLC
 Address: 233 WEST CENTER STREET
 City/Town: WEST BRIDGEWATER, MA 02379

Back To Results Page 1 of 1

Policy Number	Insurer	Policy Term	
WE237424A	NORFOLK & DEDHAM MUTUAL FIRE INS CO 222 AMES STREET DEDHAM, MA 02026	09/01/2023	09/01/2024

Back To Results

Limitations of Search Results

This Proof of Coverage Application allows the public to search workers' compensation insurance coverage information for policies in the Voluntary Market and Assigned Risk Pool. Do not assume that an employer is operating without coverage if your search results do not return policy information. An employer may still have a valid workers' compensation policy under a different business name or may have an alternate method of coverage which includes licensing as as self insurer or membership in a self insurance group. Use the following links to view listings of Self-Insured Employers and Self-Insurance Groups (Excel) in Massachusetts.

With limited exceptions, every employer in the Commonwealth with one or more employee(s) is required by law to have a valid workers' compensation insurance policy at all times. If you are unable to find an employer or suspect an employer is wrongfully operating without workers' compensation insurance, please submit a Workers' Compensation Investigation Referral Form or contact the Office of Investigations at 617-727-4900 x214 or toll free at 1-877-MASSAFE (627-7233).

Navigation Links

[POC Disclaimer](#)

[New POC Search](#)

[Report Workplace Fraud](#)

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[Debarment List](#)

[DETAILS](#)

Education Links

- [Who Needs WC Insurance?](#)
- [Employer's Guide to WC](#)
- [Employer's FAQs About WC](#)
- [Injured Worker's Guide to WC](#)
- [Injured Worker's FAQs About WC](#)

Related Links

- [Experience Rating History](#)
- [Connecticut POC Search](#)
- [New Hampshire Workers Comp](#)
- [New York POC Search](#)
- [Classification Request Form](#)

Gentlemen:

Request is hereby made for the approval of the following individual as manager of this corporation in accordance with the formal vote stated below:

This is to certify that at a meeting of the directors of

SADZEH LLC

Name of Corporation

At its quarters at 233 W CENTER ST, West Bridgewater,
(address where meeting was held)

Massachusetts, held on 09/08/2023, it was voted
(date held)

To appoint: CHAUDHARY LATEEF

(Name of Individual) Appointed as Signatory for License

(Address)

(Date of Birth)

A citizen of the United States, as Manager of said corporation, with a full authority and control of the licensed premises and of the conduct of all business therein relative to a

The foregoing statements are made under the penalty of perjury.

09/08/2023

Date



Clerk of Corporation

This statement must be filed in duplicate with the West Bridgewater Board of Selectmen immediately upon the appointment of any person ad Manager



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Organization

(General Laws, Chapter 156C)

Identification Number: 001619963

1. The exact name of the limited liability company is: SADZEH LLC

2a. Location of its principal office:

No. and Street:

City or Town:

State: MA

Zip:

Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street:

City or Town:

State: MA

Zip:

Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

(A) TO ENGAGE IN THE BUSINESS OF SETTING UP, OPERATING, MAINTAINING AND INVESTING IN RESTAURANTS, CONVENIENCE STORES, SMOKE SHOPS AND RELATED ACTIVITIES NEEDED FOR SUCH BUSINESSES. (B) TO CARRY ON ANY BUSINESS ACTIVITY WHICH MAY BE LAWFULLY CARRIED ON BY A LIMITED LIABILITY COMPANY ORGANIZED IN MASSACHUSETTS.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name:

RASHID AZEEM

No. and Street:

City or Town:

State: MA

Zip:

Country: USA

I, RASHID AZEEM resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	CHAUDHARY LATEEF	
MANAGER	RASHID AZEEM	

7. The name and business address of the person(s) ^{22 of 57} in addition to the manager(s), authorized to execute

managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	CHAUDHARY LATEEF	
REAL PROPERTY	RASHID AZEEM	

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 21 Day of November, 2022,
RASHID AZEEM**

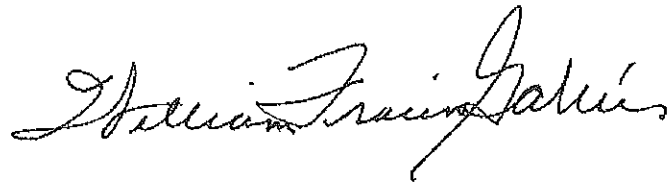
(The certificate must be signed by the person forming the LLC.)

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All Rights Reserved

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

November 21, 2022 05:00 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive, flowing style.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

3 Guys Enterprise, LLC
D.B.A. Southern Comfort Bar & Grill

September 14, 2023

Christine,

Good morning,

We thank, the Town of West Bridgewater for allowing us to operate Southern Comfort Bar & Grill, located at 320 W Center St.

On February 2, 2023, the restaurant experienced tremendous water damage because of busted pipes due to the freeze. The landlord to date has not brought the restaurant back to working conditions and therefore, we've elected not to further engage with him nor his property at the time and have ended our business relationship.

Effective September 12, 2023, we voluntarily have returned our Beer and Wine License to your office in good faith. Again, Thank You! For entrusting us and do hope in the future we can do business with you.

Kind Regards,

Ronald S Hobson

Antonio Wiggins

LeAndre Wiggins

Audrey Rhodes

LICENSE NO.

FEE: \$825

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of WEST BRIDGEWATER

MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

Wines and Malt Beverages

To Be Drunk On the Premises

RECEIVED
SEP 12 2022
BOARD OF SELECTMEN
TOWN OF WEST BRIDGEWATER

To 3 Guys Enterprise LLC dba Southern Comfort Bar & Grill

320 West Center Street

Ronald S. Hobson, Sr. - Manager

on the following described premises

One floor restaurant consisting of 3 rooms: dining area, bar & kitchen. Approximately 4000 square feet. Seating Capacity of 94 with 4 entrances and 4 exits.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2023, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 7th day of December 2022.

The Hours during which Alcoholic Beverages may be sold are

From Monday-Sunday
11 a.m. - 1 a.m.

Last call 30 minutes prior to close.

Anthony J. Kinosh
Steph Reyes
Mary Ann

LICENSING BOARD

SUBJECT TO RESTRICTIONS OF CHAPTER 138, SECTION 12B

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

FORM 976W

PLEASE NOTE: Establishments must call the Police Department **IMMEDIATELY** when a fight or any type of disturbance occurs inside the establishment.

LICENSE NO.

FEE: \$825

LICENSE
ALCOHOLIC BEVERAGES
 THE LICENSING BOARD OF
 The...TOWN...of... WEST BRIDGEWATER
 MASSACHUSETTS
 HEREBY GRANTS A
COMMON VICTUALER

FIVE
 SEP 12 2023
 BOARD OF SELECTMEN
 TOWN OF WEST BRIDGEWATER

License to Expose, Keep for Sale, and to Sell
Wines and Malt Beverages
To Be Drunk On the Premises

To 3 Guys Enterprise LLC dba Southern Comfort Bar & Grill
320 West Center Street Ronald S. Hobson, Sr. - Manager

on the following described premises

One floor restaurant consisting of 3 rooms: dining area, bar & kitchen. Approximately
4000 square feet. Seating Capacity of 94 with 4 entrances and 4 exits.

.....
 This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 20...22, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this.....1st.....day of.....December.....2021.....

The Hours during which Alcoholic Beverages may be sold are

From.....
Monday-Sunday
11 a.m. - 1 a.m.

Last call 30 minutes prior to close.

Anty Kirk

Mr. [Signature]

[Signature]

 LICENSING BOARD

SUBJECT TO RESTRICTIONS OF CHAPTER 138, SECTION 12B

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

FORM 976W

PLEASE NOTE: Establishments must call the Police Department **IMMEDIATELY** when a fight or any type of disturbance occurs inside the establishment.

LICENSE NO.
06300-RS-1366

FEE: \$825

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
The TOWN of WEST BRIDGEWATER
MASSACHUSETTS

RECEIVED
SEP 12 2023
BOARD OF SELECTMEN
TOWN OF WEST BRIDGEWATER

HEREBY GRANTS A COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell
Wines and Malt Beverages
To Be Drunk On the Premises

To 3 Guys Enterprise LLC dba Southern Comfort Bar & Grill
320 West Center Street Ronald S. Hobson, Sr. - Manager

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This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 20 21, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 7th day of July 20 21

The Hours during which Alcoholic Beverages may be sold are

From Monday-Sunday
11 a.m. - 1 a.m.

Last call 30 minutes prior to close.

Anthony Minahan
[Signature]
[Signature]

LICENSING BOARD

SUBJECT TO RESTRICTIONS OF CHAPTER 138, SECTION 12B

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

FORM 976W

PLEASE NOTE: Establishments must call the Police Department IMMEDIATELY when a fight or any type of disturbance occurs inside the establishment.



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

Alcohol Policy and Rules and Regulations for Liquor License Holders in the Town of West Bridgewater ("Policy")

Adopted: January 1998

Updated: December 19, 2018 (effective January 18, 2018), March 15, 2017, January 4, 2017, September 3, 2014, May 7, 2014, May 22, 2012, February 7, 2012, May 23, 2006

I. Liquor Licenses – General Information

The Board of Selectmen is the Local Licensing Authority ("LLA") under Massachusetts General Laws Chapter 138 with the power to grant, renew, restrict, suspend, revoke or deny any and all licenses, consistent with the law and the best interests of the Town of West Bridgewater ("Town"). The issuance of liquor licenses and the sale of all alcoholic, wine, and malt beverages in the Town is governed by the Town's Alcohol Policy, the Rules and Regulations of the Alcoholic Beverages Control Commission ("ABCC"), MGL Chapter 138 and 204 CMR (collectively, "Policies"). The licensee is responsible for enforcing and complying with the Policies. The license, as well as a copy of this Policy, must be posted in a conspicuous location within the licensed premises, clearly visible and accessible to the public.

This Policy summarizes the license application process, licensee non-compliance and hearings, penalties, and certain obligations. It also outlines the Selectmen's policy regarding dispensing liquor to minors. This document will be provided to all applicants and licensees at time of application. This Policy may be amended from time to time pursuant to the Board's authority under MGL Chapter 138.

A. Application for a License

1. There are three classifications of licenses: On Premise, Off Premise and Special. There are five specific types of On-Premise: hotel, restaurant, club, tavern and general on premises. Off-Premise, or "package store", licenses may be issued for sale of either all-alcoholic or wine and malt beverages for off-premise consumption.
2. Hours and days of operation are determined by the LLA within the limits of state law. Licensees may request the LLA to allow special holiday operating hours. Sale of alcoholic beverages is prohibited between the hours of 1:00 a.m. and 8:00 a.m. on secular days, unless otherwise amended by a vote of the Board of Selectmen.

3. The number of licenses is limited by statute, except that veterans' organizations may be granted licenses outside the quota limits, and licenses may be granted through special legislation. Additional seasonal licenses may also be granted if the seasonal population increases.
4. A completed ABCC Licensing Authority Certification form or its equivalent and a vote of the LLA are required for a new license, transfer of license, transfer of stock, new officers/directors/stockholders, change of location, alteration of premises, pledge of license/stock, change of corporate name or d/b/a, seasonal to annual, change of manager, change of hours, and change of license type, or any other amendment to the license as directed by the ABCC. Each transaction may have additional requirements under the law or Regulations. It is the responsibility of the applicant to comply with specific requirements for the contemplated transaction, including notifying the LLA prior to enacting the change at the establishment. Failure to do so may result in revocation of the license.
5. For those transactions requiring an advertised public hearing, the Town will place the advertisement. It is the applicant's responsibility to pay for the advertisement. Applicants are responsible for notifying abutters by registered mail, according to the provisions of Chapter 138, Section 15A of the General Laws. Applicants must submit evidence of such notification to the LLA.
6. All licenses expire on December 31st of each year, and are not valid until approved by the ABCC and signed by a majority of the Selectmen. All licenses shall be in operation within ninety (90) days of issuance of a license. A license may be granted one additional ninety (90) day extension upon approval of the Selectmen.
7. All renewal license applications are due in the LLA's office on or before November 15th annually. In accordance with Massachusetts General Law and ABCC regulation, failure to return a renewal license application by November 30th will be considered a failure to renew, and will require applicants to follow the procedures for obtaining a new license.

B. Required Liquor Liability Insurance

A license holder is required to at all times maintain insurance coverage required by applicable laws and regulations, as such laws and regulations are updated from time to time. As of 2010, under MGL Chapter 138, Section 12, establishments holding on premise liquor licenses must provide proof of coverage under a liquor legal liability insurance policy for bodily injury or death at a minimum limit of \$250,000 on account of injury to or death of one person, and \$500,000 on account of any one accident resulting in injury to or death of more than one person. Insurance certificates must be provided as part of applications for any transaction listed under Section A-4 of this Policy or for renewal applications.

C. Licensee Non-Compliance

1. A license holder shall be entitled to notice of a hearing to determine possible action by the LLA. Said notice shall specify the nature of the alleged violation and specify the date, time and place of the hearing. During any hearing, a licensee will be provided an opportunity to speak on his or her own behalf or to contest findings.
2. Licensees may contest any findings of the Liquor License Agent hereunder by providing written notice of its desire to do so the LLA.
3. The LLA shall use the below guidelines to: 1) determine whether a violation of Policies has occurred; and 2) to determine penalties in the event the LLA determines that a violation occurred. The following guidelines are not intended to restrict the LLA from imposing any penalty it may deem just:

Non-Egregious Incidents

Non-Egregious Incidents shall include all incidents of non-compliance with Policies identified by the LLA or Liquor License Agent not listed in the Egregious Incident list below or considered to be Egregious by the LLA. For purposes of determining penalties, the number of Non-Egregious Incidents will be calculated by reviewing any violations that were determined by the LLA to have occurred within the immediately preceding twenty-four (24) month period for a given licensee ("Non-Egregious Incident Period").

- a. First Non-Egregious Incident Occurring within the Non-Egregious Incident Period: The Liquor License Agent shall issue a letter to the licensee advising what he or she considered to be a potential violation, and that the licensee must remedy the non-compliance immediately if possible, but in any event within thirty (30) days. Each individual member of the LLA will receive a copy of this letter and the applicable police report(s).
- b. Second Non-Egregious Incident Occurring within the Non-Egregious Incident Period: The Liquor License Agent shall issue a letter to the licensee advising of what he or she considered to be a potential violation, and that the licensee must remedy the non-compliance immediately if possible, but in any event within ten (10) days. Each individual member of the LLA will receive a copy of this letter and the applicable police report(s).
- c. Third Non-Egregious Incident Occurring within the Non-Egregious Incident Period: The Liquor License Agent shall issue a letter to the licensee advising of what he or she considered to be a potential violation, and that the licensee must remedy the non-compliance immediately if possible, but in any event within ten (10) days, and that the licensee will be notified to appear before the LLA during a public hearing to discuss all Egregious and Non-Egregious Incidents that occurred during the Non-Egregious Incident Period. The LLA will receive a copy of this letter and the applicable police report(s), and will send notification to the licensee of a hearing date and time. During this hearing the LLA will determine whether

any Non-Egregious Incidents to date constituted violations. The LLA will also determine action against the licensee, if any.

- d. Fourth and Subsequent Non-Egregious Incidents Occurring within the Non-Egregious Incident Period shall be considered Egregious Incidents subject to the Egregious Incident penalties set forth in the following section.

Egregious Incidents

There are certain incidents that are severe in nature, such that LLA involvement will automatically be triggered (“Egregious Incidents”).

For purposes of determining penalties, the number of Egregious Incidents will be calculated by reviewing any Egregious Incidents that occurred within the immediately preceding sixty (60) month period for a given licensee (“Egregious Incident Period”).

Notwithstanding anything in this Policy, an unauthorized closure beyond two consecutive weeks shall be sufficient grounds for the LLA to commence revocation proceedings. Further, the Liquor License Agent may immediately temporarily close an establishment in the event of multiple Egregious Incidents and or if he or she believes there is a threat to public-safety. In the event of a temporary closure, the Liquor License Agent will advise the Police Chief, Town Administrator and Chairman of the Board of Selectmen. The Chairman of the Board of Selectmen will determine when the establishment may reopen. Each member of the LLA will be advised of any temporary closure by the Town Administrator.

Egregious Incidents shall include but are not limited to:

- Sale of alcohol or service of alcohol to minors
- Sale of alcohol, or having served alcohol out past closing time
- Serving more than two drinks to a patron at one time
- Licensee participating in criminal activities
- Over-serving
- Knowingly allowing intoxicated patrons into licensed premises
- Unauthorized extended closure of licensed premise
- Fourth and subsequent Non-Egregious Incidents as set forth in 2.d. above.
- Possessing or serving alcohol not allowed under license
- Failure to immediately report an incident occurring on the premises in which bodily harm or damage to personal property occurs

Egregious Incidents Process

The Liquor License Agent shall issue a letter to the licensee advising of what he or she considered to be a violation, and that the licensee will be required to appear before the LLA during a public meeting to discuss all Egregious and Non-Egregious Incidents and violations that have occurred during the Egregious Incident Period. The LLA will receive a copy of this letter and applicable police report(s), and will send notification to

the licensee of hearing date and time. During this hearing, the LLA will determine whether the incident constituted a violation and render a decision regarding action against the licensee. Such action will include a minimum two-day suspension and up to revocation of license.

4. Additional penalties, such as limitations on hours or requirements for security personnel, may be imposed. Days of suspension may be consecutive unless the licensee's days of business are not consecutive. Any suspension or revocation shall be implemented within twenty (20) days from the date of the decision.

D. Dispensing Liquor to Minors

1. It is the express policy of the Board of Selectmen as the Local License Authority, to take all legally permissible action against the sale and/or serving of alcoholic beverages to minors. Any licensee who, after a duly constituted hearing, is found to have violated MGL Chapter 138, Section 34B, or any other law relating to selling or serving of alcohol to minors will be subject to the Egregious Incident violation penalties set forth above.
2. Licensees are further encouraged to consider implementation of restrictive policies to further discourage alcohol consumption by minors, such as: requiring multiple means of identification; setting a higher minimum drinking age; posting highly visible notices that purchase and/or consumption of alcohol by minors, and aiding or abetting such activities or those that encourage or result in alcohol consumption by minors, will result in the maximum penalties provided by law.
3. To make sure that all applicants for, or holders of alcoholic beverage licenses are aware that we expect them to perform at the highest standards of personal responsibility and public trust, in the strictest conformance with the provisions of the Policies, each applicant or licensee will be required to sign a statement indicating that they have read, understand, and agree to abide by this Policy.

II. License Regulations

A. Alcohol Server Training

1. An individual licensee or principal representative of the licensee, the manager of record and any person who serves alcoholic beverages to be drunk on or off the premises to the public are required to be trained on Responsible Beverage Service (TIPS, TEAM, SAFE SERVICE CHIEF, or other Board of Selectmen approved programs). Live classes are preferred, though online classes are accepted. Training by a 100% of servers of alcohol must be completed within 30 days of their date of hire. Each such person must be successfully retrained when the certification period ends.
2. The licensee shall, at any time upon the request of the Licensing Authority or its Agent, provide the names, dates of hire, and copies of training certificates of all persons subject to this section.

B. Manager

The Town will approve a manager of record. The manager of record must be at least 21 years of age, be a U.S. citizen, and of good moral character per Mass. General Law. At no time shall the premises be open without a duly appointed manager or alternate manager in charge and on the premises.

C. Employee Consumption

No Manager, Alternate Manager or employee of the licensee shall consume any alcoholic beverages while on duty or after the official closing hour at the licensed premises, with the exception of minor alcoholic consumption for staff training and product selection purposes under the supervision of the manager on duty.

D. Incident Reporting

The licensee will insure that a manager, alternate manager or some member of the staff report immediately to the West Bridgewater Police Department any altercation, criminal activity or medical emergency that occurs on the premises, including in the parking lot or exterior of the building.

E. Access to Premises by Police and Agents

1. Licensees shall grant access to the premises to the members of the LLA, their agents or members of the Police Department. Management and employees will fully cooperate with the members of the LLA, their agents or members of the Police Department.

F. Hours of Operation

1. Hours of operation must be posted conspicuously. Any change in the hours of operation must be approved by the LLA.
2. No patron shall be on the licensed premises prior to the official opening hours, except in the case of planned events. No alcoholic beverages are to be served at the planned events until the official opening time. All patrons shall be off the licensed premises at the closing hour.
3. All sales/delivery of alcoholic beverages shall cease 30 minutes prior to the closing hour. All alcoholic beverage drinks shall be cleared 15 minutes prior to the closing hour. (Refers to On-Premise licenses only.)
4. The licensee will notify the Police Department if any employee(s) will be remaining on the premises more than 90 minutes after the closing hour.

G. Licensee Patron Contact

1. Employees and security personnel are not to make bodily contact with a patron unless to protect other patrons or themselves from bodily harm. Employees shall call the police to have unruly patrons removed from the premises if they refuse to do so upon verbal command.
2. All security personnel or employees acting in any way as security will wear matching uniforms that are clearly marked as "SECURITY" or "STAFF" or similar. Any jackets worn shall be matching and marked in the same manner.

H. Privacy Booth or Curtained Area

Licensees must obtain permission from the LLA before providing any privacy booth or curtained area within their establishment.

I. Dress Requirements

A sign must be posted at the entrance stating dress requirements or restrictions. Patrons must wear a shirt and shoes inside. Shoes are optional outdoors at the discretion of the licensee. Patrons are not permitted to wear gang-affiliated colors or clothing that may incite violence.

J. Noise

Licensees must control noise or disturbance by patrons exiting premises or by patrons while outside the premises.

K. Police Details

1. The Chief of Police and/or the LLA shall have the right to order any licensee to engage as many private detail police officers as in their judgment are necessary to maintain law and order upon the premises and the immediately adjacent areas.
2. License holders shall notify the Chief of Police of any special events or circumstances whereby the licensee may reasonably anticipate hosting a significantly larger gathering than usual. Special events with live entertainment must be approved by the LLA unless the licensee is authorized to hold such events under an annual Entertainment License granted by the Board of Selectmen or, in the case of Sunday Entertainment, granted by the Board of Selectmen and the Massachusetts Department of Public Safety.

L. False IDs

1. Any confiscated ID will be immediately turned over to the Police Department. If possible, the Police will be called to confirm the validity of any questionable ID and respond appropriately to the establishment.

III. Liquor License Agent

The Board of Selectmen may annually appoint at the recommendation of the Police Chief a Liquor License Agent. The Board of Selectmen may annually appoint a Licensing Coordinator.

A. Duties of Liquor License Agent

1. Reviews all applications for new liquor licenses, transfers, transfers of ownership of liquor licenses, changes in stockholders of a liquor license, and new officers or directors of a liquor license, and submits a written report to the LLA at least five days in advance of public hearings.
2. Conducts compliance inspections of all liquor licenses periodically and/or at least annually and enforces the Policies.
3. Forwards findings of inspections to the LLA or Licensing Coordinator as applicable under this Policy.
4. Generally, coordinates with the Police Department, the Licensing Coordinator and LLA on matters related to licenses.
5. Coordinates with the Police Department, Licensing Coordinator, and LLA regarding conducting periodic stings.

B. Duties of Licensing Coordinator

1. Reviews all applications for new liquor licenses, transfers of ownership of a liquor license, change in stockholders of a liquor license, and new officers or directors of a liquor license and prepares them for submission to the LLA.
2. Coordinates with the Police Chief, Liquor License Agent, Building Inspector/Inspectional Services, Board of Health, Fire Department, and others as necessary.
3. Provides findings, as applicable, to the LLA.

IV. Duties of Inspectors

The Building Inspector/Inspectional Services, Board of Health, and Fire Department will coordinate with the Liquor License Agent and Licensing Coordinator and issue any findings no less than five days in advance of any public hearings or public meetings scheduled hereunder.

The Licensing Authority reserves the right to modify or amend the above Policy, Rules and Regulations, or to adopt such other, additional Policies, Rules and Regulations as the said Authority may deem necessary.

BOARD OF SELECTMEN

Anthony J. Kinahan, Chairman

Eldon F. Moreira, Vice Chairman

Denise R. Reyes, Clerk



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

TOWN OF WEST BRIDGEWATER ACKNOWLEDGEMENT OF RECEIPT OF ALCOHOL POLICY AND POLICY ON DISPENSING ALCOHOL TO MINORS

I understand that it is the express policy of the Board of Selectmen, serving as the Local Licensing Authority, to take all legally permissible action to eliminate the sale and/or serving of alcoholic beverages to minors, and that any licensee who, after a duly constituted hearing, is found to have violated any law relating to the sale or serving of alcohol to minors will be subject to suspension or revocation of said license forthwith.

I am also aware that licensees are further encouraged to consider implementation of restrictive policies to further discourage alcohol consumption by minors, such as requiring multiple means of identification, setting a higher minimum drinking age, and posting highly visible notices that purchase and/or consumption of alcohol by minors, and aiding or abetting such activities or those that encourage or result in alcohol consumption by minors, will result in the maximum penalties provided by law.

I acknowledge receipt of the Alcohol Policy and Rules and Regulations for Liquor License Holders in the Town of West Bridgewater. Further, I agree to perform at the highest standards of personal responsibility and public trust, in the strictest conformance with the provisions of this policy and Chapter 138 of the General Laws, and therefore acknowledge receipt and support of this statement by signing it below.

Licensee/Applicant

Date

Receipt of Policy Updated: December 19, 2018

Minutes of the Board of Selectmen Meeting of Wednesday, September 6, 2023. Present were Denise R. Reyes, Chairman and Jeffrey P. Ryan, Vice Chairman. Also present was David L. Gagne, Town Administrator. The meeting convened at 6:30 p.m. in the Eldon F. Moreira Board of Selectmen Meeting Room, 2nd Floor, Town Hall, 65 North Main Street, West Bridgewater, MA 02379.

Also Present:

Linda Torres, Asst. Town Administrator/HR Director

Kayla Murphy

Mathew Palin

Ashley Maloney

Rachel Maloney

Alexandra Maloney

Jillian Milch

Chris Trudel

Melanie Ferrill

Katilan Benoit

Rebecca Waitt

Victor Flaherty, Police Chief

Richard Palin

Lisa Palin

Chris Palin

Lincoln Thibeault, Fire Chief

Tyler Mahoney

Mia Pacheco

Marcie Lee

Anne Iannitelli, Town Clerk

Audrey Rhodes, Southern Comfort

Antonio Wiggins, Southern Comfort

Ms. Reyes called the meeting to order at 6:30 p.m.

Ms. Reyes stated that the meeting would be recorded and that some or all parts of the meeting may be used by our local access company to be shown on local access along with internet feeds and clips which may be used separately from the video of the entire meeting. A full recording of the meeting will be posted on the West Bridgewater Community Access Video On Demand website at <https://wb-cam.org/vod/>.

The Board led the Pledge of Allegiance.

Mr. Ryan **MOVED** to open the Public Hearing for Southern Comfort Restaurant, Chairman Reyes seconded and so voted unanimously.

Mr. Gagne informed the Board of the violations presented to Southern Comfort and their recent unauthorized closure due to a burst pipe and subsequent flooding. Mr. Gagne also outlined that Southern Comfort has been unresponsive to the staff over the past three months, despite numerous attempts of the staff to contact them.

Mr. Wiggins from Southern Comfort echoed Mr. Gagne's synopsis of the events with Southern Comfort, adding issues with their landlord and confusion about the proper procedures.

Mr. Wiggins agreed Southern Comfort would willingly turn over their license by the next meeting as they have no current plans to re-open.

Mr. Ryan **MOVED** to continue the meeting till September 20th at 6:45 p.m., Chairman Reyes seconded and so voted unanimously.

ROLL CALL VOTE: Ryan, yes; Reyes, yes

Mr. Ryan **MOVED** to ratify Katilan Benoit's employment as Patron Services Assistant, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to ratify Tyler Maloney's Employment as Firefighter/EMT, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to ratify Christopher Palin's Employment as Firefighter/EMT, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to take a five-minute recess to take photos with Mr. Maloney and Mr. Palin's families, Chairman Reyes seconded and so voted unanimously.

The Board went into recess at 6:51 p.m.

The Board reconvened at 6:56 p.m.

Mr. Ryan **MOVED** to open the Public Hearing for Vote by Mail for October 21, 2023 Special Town Election – Opt Out, Chairman Reyes seconded and so voted unanimously

Ms. Iannitelli explained to the Board why she believes the Town should opt-out of vote by mail.

Mr. Ryan **MOVED** to close the Public Hearing for vote by Mail for October 21, 2023 Special Town Election – Opt Out, Chairman Reyes seconded and so voted unanimously

Mr. Ryan **MOVED** to Opt Out of vote by Mail for October 21, 2023 Special Town Election, Chairman Reyes seconded and so voted unanimously.

ROLL CALL VOTE: Ryan, yes; Reyes, yes

Ms. Iannitelli proposed shortening the poll hours for the Special Town election on October 21, 2023 from 10 a.m. to 5 p.m.

Mr. Ryan **MOVED** to shorten the poll hours for the Special Town election on October 21, 2023 from 10 a.m. to 5 p.m., Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to sign the Special Town Election Warrant, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to set the Special Town Meeting for October 16 at 6 p.m. at the Middle-Senior High School, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to open the Special Town Meeting Warrant, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to set the close date of the Special Town Meeting Warrant for September 19, 2023 at noon, Chairman Reyes Seconded and so voted unanimously.

Chairman Reyes read the Proclamation for Jase Russell.

Chairman Reyes stated next on the Agenda is a vote to allow Borderline Liquors to Pledge their License as Collateral. Mr. Ryan disclosed a conflict, as his company does business with Borderline Liquors

Due to having only two Board members, Chairman Reyes **MOVED** to invoke the Rule of Necessity, Mr. Ryan seconded and so voted unanimously.

ROLL CALL VOTE: Ryan, yes; Reyes, yes

Mr. Ryan **MOVED** to accept the Pledge of License for Borderline Liquors, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to approve the One Day Liquor License for Lions Club Park Day at War Memorial Park September 10th, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to approve the One Day Sunday Entertainment License for Lions Club Park Day at War Memorial Park September 10th, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to waive the Town fees for Park Day, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to amend the Town's Filming Policy to include a fee of \$100/day, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept the meeting minutes of July 12, 2023 and August 2, 2023 for review, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to request from Civil Service a Permanent Intermittent list and a full-time Officer list, respectfully, for the Police Department, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Chris Trudel to the Complete Streets Committee, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Mia Pacheco to the Cultural Counsel, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Pamela Anderson-Livingston to the ADA Committee, Chairman Reyes seconded and so voted unanimously.

Chairman Reyes disclosed for the record that Marcie Lee works for her.

Mr. Ryan **MOVED** to appoint Marcie Lee to the Mobile Home Rent Control Board, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Walther Thayer's resignation from the ZBA, Chairman Reyes seconded and so voted unanimously.

Chairman Reyes called for the Town Administrators report.

Mr. Gagne informed the Board that the final state aid reports have been released.

Mr. Gagne informed the Board that two Town generators have been sold and thanked Linda Torres for her efforts.

Mr. Gagne informed the Board of a Grant to replace the Fish Ladder at War Memorial Park and thanked Laurie Dolne for her efforts.

Mr. Ryan **MOVED** to adjourn, Chairman Reyes seconded and so voted unanimously.

Open Session adjourned at 7:37 p.m.

Jeffrey P. Ryan, Clerk

Respectfully submitted by Christine Eaton, Executive Assistant.

List of documents included in the September 6, 2023 Meeting Packet:

- *Public Hearing – Southern Comfort Restaurant - 320 West Center Street – Violation of Town’s Alcohol Policy and MGL Chapter 138 Section 77*
- *Katilan Benoit’s Employment agreement as Patron Services Assistant*
- *Tyler Maloney’s Employment agreement as Firefighter/EMT*
- *Christopher Palin’s Employment agreement as Firefighter/EMT*
- *Vote by Mail for October 21, 2023 Special Town Election – Opt Out*
- *Proposed Election Hours – Special Town Election – October 21, 2023*
- *October 21, 2023 Special Town Election Warrant*
- *Proclamation – Jase Russell*
- *Request from Borderline Liquors for Pledge of Inventory*
- *Application for One Day Liquor License and One Day Sunday Entertainment License for Lions Club Park Day at War Memorial Park September 10th*
- *Town Filming Policy*
- *Meeting Minutes of July 12, 2023 and August 2, 2023*
- *Chris Trudel application to the Complete Streets Committee*
- *Mia Pacheco application to the Cultural Council*
- *Pamela Anderson-Livingston application to the ADA Committee*
- *Marcie Lee email of interest to the Mobile Home Rent Control Board*
- *Walter Thayer’s Resignation letter from the ZBA*
- *Final State Aid Reports FY24*
- *War Memorial Park Fish Ladder Grant Approval*

Minutes of the Board of Selectmen Meeting of Wednesday, July 12, 2023. Present were Denise R. Reyes, Vice Chairman and Jeffrey P. Ryan, Clerk. Also present was David L. Gagne, Town Administrator. The meeting convened at 6:15 p.m. in the Eldon F. Moreira Board of Selectmen Meeting Room, 2nd Floor, Town Hall, 65 North Main Street, West Bridgewater, MA 02379.

Also Present:

Maurice McCarthy
Paula Bunker
Anthony Kinahan

Ms. Reyes called the meeting to order at 6:15 p.m.

Ms. Reyes stated that the meeting would be recorded and that some or all parts of the meeting may be used by our local access company to be shown on local access along with internet feeds and clips which may be used separately from the video of the entire meeting. A full recording of the meeting will be posted on the West Bridgewater Community Access Video On Demand website at <https://wb-cam.org/vod/>.

The Board led the Pledge of Allegiance.

Ms. Reyes stated she would entertain a motion to enter into Executive Session to discuss strategy with respect to collective bargaining, specifically the Clerical Union and for purposes of discussing strategy in preparation for negotiations with non-union personnel, specifically the DPW Director. Since, in my opinion (as Chair) strategizing in Open Session would have a detrimental effect on the bargaining position of the Town. The Board will reconvene into Open Session at the completion of Executive Session.

ROLL CALL VOTE: Ryan, yes; Reyes, yes

Executive Session convened at 6:20 p.m.

Open Session reconvened at 6:35 p.m.

Ms. Reyes stated the first item on the agenda was the re-organization of the Board.

Ms. Reyes **MOVED** to postpone the re-organization till the August 2, 2023 meeting, Mr. Ryan seconded and so voted unanimously.

Ms. Reyes **MOVED** to appoint Jeff Ryan as the Road Cut Permit Signatory, Mr. Ryan seconded and so voted unanimously.

Mr. Ryan **MOVED** to ratify the collective bargaining agreement for the Clerical Union, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to approve the Mutual Aid Agreement for Inspectional Services with East Bridgewater, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne reviewed the FY24 Boards and Committees Appointments.

Mr. Ryan **MOVED** to accept all the appointments as presented, excluding the appointments that pertain to Mr. Kinahan, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne explained that at Town Meeting in 2022 funds were approved for the installation of AC units in Town Hall. Mr. Gagne requested the Board support a FY23 transfer as prices have increased since Town Meeting.

Mr. Ryan **MOVED** to award the ac installation contract to Mann Mechanical and to support an FY23 budget transfer for the funds, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan stated that due to the higher costs of bids coming in for the Recreational Space projects the committee has voted to move forward with the Pickleball court only at this time. Ramco Survey Stakes came in as the lowest bidder for the project.

Mr. Ryan **MOVED** to award the Pickleball court construction contract to Ramco Survey Stakes for \$270,000, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Chris Iannitelli's retirement as DPW Director effective November 8, 2023, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne reviewed the DPW Director Job Description.

Mr. Ryan **MOVED** to approve the job description with the changes to the contract including, Bachelor's Degree required; Civil Engineering preferred and a rate of pay of \$125,000 - \$130,000, maintaining the \$5,000 stipend as is, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to send the site plan review with no comments on 2 United Drive to the Planning Board, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to send the site plan review echoing the Building Inspector's comments on 168 South Main Street to the Planning Board, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to approve the Meeting Minutes of May 17, 2023, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept the Meeting Minutes of June 7, 2023 for review, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne informed the Board that Ann Williams, Principal Assessor had her contract approved by the Board of Assessors but since then has made the decision to retire. Mr. Gagne requests that the Board ratify Ms. Williams personnel contract and vote to accept her retirement.

Mr. Ryan **MOVED** to ratify Ms. Williams personnel contract, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Ms. Williams retirement as Principal Assessor, effective August 8, 2023, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Kailyn Smith's resignation as Patron Services Assistant, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Ashley Micciche's resignation as Head Secretary of Inspectional Services, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Stacy Driscoll to the OCPC Advisory Committee, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne presented the Municipal Aggregation Report stating a savings of \$2.5M over last year.

Mr. Gagne requested a vote to waive the permit fees associated with the Pickleball Court project.

Mr. Ryan **MOVED** to waive the permit fees associated with the Pickleball Court project, Ms. Reyes seconded and so voted unanimously.

Mr. Gagne informed the Board of a Complete Streets Grant that has been awarded to the DPW and one of the requirements of this grant it to install a bike lane and signs.

Ms. Reyes stated she would entertain a motion to enter into Executive Session, not to return to Open Session for purposes of conducting strategy session with negotiations with non-union personnel, specifically the Police Chief.

Mr. Ryan **MOVED** to enter into Executive Session, not to return to open session, Ms. Reyes seconded and so voted unanimously.

ROLL CALL VOTE: Ryan, yes; Reyes, yes

Open Session adjourned at 7:11 p.m.

Jeffrey P. Ryan, Clerk

Respectfully submitted by Christine Eaton, Executive Assistant.

List of documents included in the July 12, 2023 Meeting Packet:

- *Clerical Union MOU*
- *Mutual Aid Agreement Between East Bridgewater and West Bridgewater for the Towns Building/Electrical/Plumbing Inspectors*
- *FY24 Appointments to Boards / Committees*
- *Contract for AC Installation at Town Hall to Mann Mechanical HVAC*
- *Chris Iannitelli's Retirement letter as DPW Director*
- *Job Description for DPW Director*
- *Special Permit – 2 United Drive – Office and Warehouse*
- *Special Permit – 168 South Main Street – Detached Garage*
- *Meeting Minutes of May 17, 2023*
- *Meeting Minutes of June 7, 2023*
- *Ann Williams' Non-Union Personnel Contract*
- *Ann Williams' Retirement letter as Principal Assessor*
- *Kaitlyn Smith's Resignation letter as Patron Services Assistant*
- *Ashley Micciche's Resignation letter as Head Secretary of Inspectional Services*
- *Appointment letter for Stacy Driscoll as West Bridgewater Representative to the Board of Directors of Old Colony Planning Council*
- *West Bridgewater Quarterly Aggregation Report*
- *Complete Streets Grant – Bike Signs to be Installed*

Minutes of the Board of Selectmen Meeting of Wednesday, August 2, 2023. Present were Denise R. Reyes, Vice Chairman and Jeffrey P. Ryan, Clerk. Also present was David L. Gagne, Town Administrator. The meeting convened at 6:30 p.m. in the Eldon F. Moreira Board of Selectmen Meeting Room, 2nd Floor, Town Hall, 65 North Main Street, West Bridgewater, MA 02379.

Also Present:

Linda Torres, Asst. Town Administrator/HR Director
Corey Mackin
Shelia Stafford
Claire Easter
Ruth Beauchamp
Matt Melchert
Beth Quinn
Marcie Lee, ADA Coordinator
Deborah Cauley
Michael Perez
Anne Iannitelli, Town Clerk
Matt Porter
Stephen Hobbs
Robert Brodle
Carrie Piel
Dylan Cragin
Paul DeCosta
Paula Bunker
Jerry Lawrence

Ms. Reyes called the meeting to order at 6:30 p.m.

Ms. Reyes stated that the meeting would be recorded and that some or all parts of the meeting may be used by our local access company to be shown on local access along with internet feeds and clips which may be used separately from the video of the entire meeting. A full recording of the meeting will be posted on the West Bridgewater Community Access Video On Demand website at <https://wb-cam.org/vod/>.

The Board led the Pledge of Allegiance.

Ms. Reyes stated the first item on the agenda was to vote to ratify Corey Mackin's employment as DPW Laborer.

Mr. Ryan **MOVED** to ratify Mr. Mackin's employment as DPW Laborer, Ms. Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to ratify Sheila Stafford's employment as Head Secretary of Inspectional Services, Ms. Reyes seconded and so voted unanimously.

Ms. Reyes stated next on the agenda was the re-organization of the Board.

Mr. Ryan **MOVED** to appoint Ms. Reyes as Chairman, Ms. Reyes seconded and so voted unanimously.

Chairman Reyes **MOVED** to appoint Mr. Ryan as Vice-Chairman, Mr. Ryan seconded and so voted unanimously.

Anne Iannitelli, Town Clerk informed the Board of vacancies on the Board of Registrars and requested that the Board appoint a permanent Republican Member and a Temporary Republican Member, due to a lack of a response from the Democratic Party.

Mr. Ryan **MOVED** to appoint Claire Easter as a permanent Republican Member to the Board of Registrars, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Robert Brodle as a temporary Republican Member to the Board of Registrars, Chairman Reyes seconded and so voted unanimously.

Mr. Gagne informed the Board of the options available to them for the empty Selectmen seat.

Mr. Ryan **MOVED** to call a Special Election for an unexpired term to the Board of Selectmen, October 21, 2023, Chairman Reyes seconded and so voted unanimously.

Ms. Iannitelli informed the Board that nomination papers will be available tomorrow August 3, 2023 in the Town Clerks office.

Matthew Porter, Attorney for Borderline Liquors requested the Board sign off on a Pledge of Inventory for his client.

Mr. Ryan disclosed a conflict with Borderline Liquors and as such will need to invoke the Rule of Necessity at the next Board of Selectmen meeting.

The Board postponed the Borderline Liquors vote till the September 6, 2023 meeting.

Mr. Ryan **MOVED** to approve the FY24 Budget Transfers, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan stated his desire to form a committee to discuss the best ways to share information within the Town, such as storm warnings and road closures etc.

Mr. Ryan **MOVED** to send the site plan review with comments on Dust Mitigation, Vegetation, retail hours of 9-5, opposition to wholesale/ commercial business, no connecting roads through

the parking lot for 44 South Main Street to the ZBA, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Victor Flaherty's retirement as Chief of Police, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Victor Flaherty as Provisional Police Chief, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to inform Civil Service that the Town is initiating an assessment process to appoint a permanent Police Chief, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to accept Myah Lee's resignation from Community Access Media, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Steve Barker to the Open Space and Recreation Committee, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to approve the meeting minutes of June 7, 2023, Chairman Reyes seconded and so voted unanimously.

Mr. Gagne informed the Board that the Chair of the Open Space and Recreation Committee has a meeting scheduled for August 10, 2023 and has welcomed Board of Selectmen for feedback and participation.

Mr. Ryan **MOVED** to re-appoint Maurice McCarthy to the Conservation Commission, Chairman Reyes seconded and so voted unanimously.

Chairman Reyes **MOVED** to appoint Mr. Ryan to the Victor R. Flaherty Sr. Civic Award Committee, Mr. Ryan seconded and so voted unanimously.

Mr. Ryan **MOVED** to appoint Chairman Reyes to the TIF Review Board, Chairman Reyes seconded and so voted unanimously.

The Board informed the community of a vacancy on the Mobile Home Rent Control Board.

Chairman Reyes disclosed the ADA Coordinator is an employee of hers, Chairman Reyes disclosed that she would normally recuse herself in order to avoid any potential perceived conflict of interest. However, Chairman Reyes understands that there are only 2 voting members of the Board and business must get done.

Mr. Ryan **MOVED** to invoke the Rule of Necessity, Chairman Reyes seconded and so voted unanimously.

Mr. Ryan **MOVED** to re-appoint Marcie Lee as ADA Coordinator, Chairman Reyes seconded and so voted unanimously.

Chairman Reyes opened Public Comment Period.

Stephen Hobbs stated that he feels as though the Water Department should be under the control of the Board of Selectmen.

A discussion took place on the subject between Chairman Reyes and Stephen Hobbs.

Chairman Reyes closed Public Comment Period.

Chairman Reyes called for the Town Administrator's report.

Mr. Gagne informed the Board of multiple resident complaints regarding speed on Matfield and Plain Streets.

Mr. Ryan **MOVED** to recognize the designation of "thickly settled" on Matfield, Plain and Belmont Streets and lower the speed limit to 30 mph., Chairman Reyes seconded and so voted unanimously.

Mr. Gagne stated a Special Permit / Site Plan review was approved by the ZBA for 0 Matfield Street. The Water Department has appealed this decision and as a result is in need of outside counsel.

Mr. Ryan **MOVED** to hire outside counsel for the Water Department for an appeal against the ZBA, Chairman Reyes seconded and so voted unanimously.

Mr. Gagne stated himself and the Board had just returned from a Swearing in Ceremony at the Fire Department and commended the Chief for a job well done.

Mr. Gagne informed the Board of a water main break in the Maolis area that has since been repaired.

Mr. Gagne informed the Board that the Town Hall offices have been equipped with A/C units where most had none or broken ones.

Mr. Gagne stated that July 29, 2023 a storm had come through the Town and since then the DPW have been working to clean up the Town and commended the DPW and the Fire Chief for a job well done.

Mr. Ryan **MOVED** to adjourn, Chairman Reyes seconded and so voted unanimously.

Open Session adjourned at 7:38 p.m.

Jeffrey P. Ryan, Clerk

Respectfully submitted by Christine Eaton, Executive Assistant.

List of documents included in the August 2, 2023 Meeting Packet:

- *Corey Macklin's Employment Letter*
- *Shelia Stafford's Employment Letter*
- *Board of Registrars Appointment Request Letter*
- *Updated Pledge of Inventory from Borderline Liquors*
- *FY23 Budget Transfers*
- *Site Plan Review – Zoning Board of Appeals – Variance – 44 South Main Street – 100'X200' Commercial Building*
- *Chief Flaherty's Retirement Letter*
- *Provisional Police Chief Contract for Chief Flaherty*
- *Myah Lee's Resignation Letter from Cable Access Media*
- *Appointment letter for Steve Barker to the Open Space and Recreation Committee*
- *Meeting Minutes of June 7, 2023*
- *Open Space Committee's Future Goals Letter from Chair*
- *FY24 Appointments to Boards / Committees Approved by the Board of Selectmen – Specifically Conservation Commission, Mobile Home Rent Control Board, TIF Review Board and Victor R. Flaherty Sr. Civic Award Committee*
- *ADA Coordinator Appointment*
- *30 mph "Thickly Settled" Designation on Matfield / Belmont / Plain Streets Concerned Resident letters*
- *Appeal of ZBA Decision on 0 Matfield Street for a Special Permit for a Contractor's Yard*
- *Special Election Overview*
- *Fire Department Swearing in Ceremony Invitation*

Atina was close and return the
License to Town.



09/15/2023



LICENSE NO. 00048-RS-1366

FEE: \$1600

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of WEST BRIDGEWATER

MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises



To Atina Asian Bistro LLC

Alex Deng, Manager

115 South Main Street

on the following described premises

6888 sq. feet of restaurant space comprised of 2 hibachi dining rooms, 2 dining rooms with 76 seats, one sushi bar with 11 seats, and a full bar with 16 seats. Lounge and second floor is 974 sq. feet with owner's apartment. 2 Accessible bathrooms, one main entrance with 5 exits.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2023, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 7th day of December 20 22

The Hours during which Alcoholic Beverages may be sold are

From

Sunday through Thursday

11:00 a.m. to 10:30 p.m.

Friday and Saturday

11:00 a.m. to 11:00 p.m.

Last call 30 minutes prior to close.

Anthony Kinaha

[Signature]

[Signature]

BOARD OF SELECTMEN

SUBJECT TO RESTRICTIONS OF CHAPTER 138, SECTION 12B

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

FORM 976A

PLEASE NOTE: Establishments must call the Police Department IMMEDIATELY when a fight or any type of disturbance occurs inside the establishment.

Special Town Meeting
Monday, October 16, 2023
West Bridgewater Middle/Senior High School
Auditorium
6:00 p.m.

- Article 1: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a Feasibility Study/Schematic Design, to study the renovation/addition or new construction of a new elementary school(s), to potentially include Rose McDonald, Spring Street, and Howard School in combination or as standalone projects, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any other action relative thereto.
- Article 2: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to be expended by the Department of Public Works to purchase a new Ford F-550 4x4 truck with a Plow and to authorize the Board of Selectmen to dispose of the vehicle to be taken out of service in the best interest of the Town, or take any action relative thereto.
- Article 3: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to be expended by the Water Commissioners for an FY23 Unpaid Prior Year Bill, or take any other action relative thereto.
- Article 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to be expended by the Water Commissioners for Engineering, Iron/Manganese Plant Preliminary Design, Design & Permitting, and Bidding, or take any other action relative thereto.

Communication Committee

Mission Statement

Improve the communication of urgent information to residents

Improve the communication of “day to day” activities of WB government to its citizens

Committee to be made up of the following:

Board of Selectmen – Member (Chair)

Water – Commissioner or Designee

Fire Chief

COA Director

DPW Director

ADA Coordinator

Board of Health – Member or Designee

Residents – “At Large” appointed by the Board of Selectmen

Created by the Board of Selectmen on September 20, 2023

Denise R. Reyes, Chair

Jeff P. Ryan, Vice-Chair



Board of Selectmen

65 North Main Street
West Bridgewater, MA 02379
Telephone (508) 894-1267
Fax (508) 894-1269

September 20, 2023

Anne Iannitelli, Town Clerk

I am announcing that effective November 2, 2023 I am resigning. A few months ago, I informed the public that I sold my home to one of our daughters and her husband. Nothing changed; I stayed living there.

I tried my best to stay in West Bridgewater, but the inventory of affordable houses is nearly nonexistent and after being outbid twice by \$50,000.00 each time, it became evident that I needed to broaden the search. It just didn't make long term financial sense to overspend.

The right house came along, at the right price, but outside of West Bridgewater. I will stay living in West Bridgewater until the renovations are completed and November 3, 2023 seems like a sound target date.

I would like to thank the residents of West Bridgewater for their support and hope you think I served you well. I would also like to thank the West Bridgewater employees for their support. West Bridgewater is a beautiful community and I am saddened to be leaving the position.

I wish all the very best.

Denise Reyes

Chairman, Board of Selectmen



Public Safety Consultants, LLC
3 Eagles Nest Lane
Boxford, MA 01921
860-377-7237

Chief Victor Flaherty
West Bridgewater Police Department
99 West Center Street #2
West Bridgewater, MA 02379

Re: Police Chief Assessment Center Technical Proposal

August 30, 2023

Dear Chief Flaherty,

Price Proposal

Consulting services to design and conduct a Civil Service Assessment Center for selection of Police Chief. The cost should be considered comprehensive and include all requirements to perform an approved Civil Service Assessment Center.

Assessment Center for up to four Police Chief Candidates: \$6,300.00*

The Police Chief assessment center will include five exercises, which is predominately the industry norm as it pertains to these types of assessments.

*The town will supply a location to conduct the assessment center. We ask that the town supply a light lunch as assessors cannot leave the testing area.

Yours truly,

R. M. Stevens

Chief Russell M. Stevens
Public Safety Consultants, LLC

A. Wayne Sampson

Chief A. Wayne Sampson Ret. Esq.
Public Safety Consultants, LLC